



FIRE DEPARTMENT

8812 Elk Grove Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.egcsd.ca.gov

KNOX BOX ORDERING INSTRUCTIONS

1. Complete Rapid Entry System Authorization Order Form. Order forms may be obtained at City Hall-Elk Grove CSD Fire Department Counter at 8400 Laguna Palms Drive Monday through Friday between the hours of 8 am and 12 noon or 1 pm and 5 pm.
2. Some products require separate forms.
 - Low Security Forms are for padlocks, key switches, elevator Knox Boxes, and all Knox boxes at man-gates.
 - High Security Forms are for Knox boxes placed on the building for rapid key entry.
3. Mail or return the order form to the **Elk Grove CSD Fire Department Fire Counter** at 8400 Laguna Palms Drive with the following:
 - A check payable to THE KNOX COMPANY for payment in full for the devices ordered.
 - And a check payable to the ELK GROVE CSD FIRE DEPARTMENT in the amount of \$192.00.
 - Please note that the local sales tax for the Elk Grove area is 7.75%. In addition, the state of California taxes shipping and handling charges.
3. When the application has been approved the device(s) will be sent directly to you.
4. Upon receipt, KNOX devices are to be installed and maintained in working order.
5. All keys placed in the Knox box shall be labeled with a key identification tag.
6. Call our inspection hotline number at 916-685-1772 to request an inspection of the devices and for assistance in locking the device in place.

Revised 07/04